

FENCES – NON-RESIDENTIAL

Village of Sugar Grove

PLAN REVIEW - Please allow 10 (ten) working days for processing
Permit is required for all new installations as well as replacement of existing fence with new holes.

APPLICATION CHECKLIST

- a completed short form permit application
- a plat of survey drawn to scale with the proposed fence drawn in
- a copy of the proposal or contract with the homeowner's signature

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Division at 630-391-7221 or from the Village's website www.sugargroveil.gov

INSPECTIONS

Inspections may include post holes (prior to pouring any concrete), and final. Please call 630-391-7221 to schedule an inspection. **PLEASE SCHEDULE THE INSPECTION THE DAY BEFORE YOU WANT IT.**

PERMIT FEE

- The permit fee for fences is \$65.00
- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.**

MISCELLANEOUS INFORMATION

- Call J.U.L.I.E. at least 48 hours before construction (811).
- As required by Code, the finished side of the fence must face your neighbor under all circumstances, even in cases where you abut a street, alley, or railroad. No barbed wire, razor wire or electrified elements are permitted.
- Fence heights for all properties are limited to three (3) feet in front and corner side yards (chain link fences are prohibited in these yards). B zoned properties may have fences up to six (6) feet in the interior side and rear yards and properties in the A, BP, M, OR and I zoned districts may have fences up to eight (8) feet in height in the interior side and rear yards.
- As a point of information, fencing can be constructed up to and on the property line. Fences may abut one another. It is the responsibility of the owner to see that the fence is not installed on the neighbor's property. The Village does not have a licensed surveyor on staff to determine legal boundaries, therefore we cannot get involved in property line disputes.
- If you elect to install a fence in an easement which is indicated on your plat of survey, you must take full responsibility for the fence in the event that any work is necessary in the easement. The Village and the utility companies will not pay for any damages to fences or other structures located in an easement. Under no circumstances may you prevent access to a manhole or utility box. All excavated soil/materials and building materials must be removed from the site immediately following construction and cannot be spread in any drainage easements.
- Solid wood fences which are installed perpendicularly in drainage easements must not impede the flow of surface drainage. **The height of the fence is measured from grade, therefore any gap between the fence and the ground must be counted toward the total height of the fence.**
- If you reside in an area with a Property Owner's Association, check with them to ensure compliance with their regulations.

For Office Use Only
 Permit # _____
 Building Dept Approval: _____
 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email	City	State	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

 Signature of Property Owner (or Attach Authorization Form) Address (if different) Phone No.

 Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.